

SECRETARY OF BUDGET AND MANAGEMENT
SALARY GUIDELINE AND PROCEDURE

SOCIAL WORK HIRING BONUSES

Effective April 17, 2000

I. Purpose:

There will be two bonuses available to enhance agency efforts in the hiring of new qualified social work employees to fill vacancies in non-temporary positions: (1) Sign-On Bonus, and (2) Recruitment Bonus. These bonuses are not meant to generate competition among State agencies for current social work employees.

II. Funding:

Funding for these social work hiring bonuses must be paid from current appropriations. No additional funds have been budgeted for this purpose.

III. Audit:

Agencies are expected to maintain adequate records for all bonuses paid. Records of bonuses paid shall include documentation of the recruiting process including a copy of any advertisement for the position, the eligible list coded for the selection, and other information used in making the decision to award a bonus. Agency records will be subject to audit by the Department of Budget and Management.

IV. Sign-On Bonus:

Scope: The sign-on bonus shall apply only to qualified social work employees. A qualified social work employee is:

1. a new appointment; or

3. in a classification listed in Appendix A of this document.

The sign-on bonus does not apply to:

1. current non-temporary State employees (including those in independent personnel systems) who are filling a vacancy as a transfer, reassignment, promotion, or demotion;
2. temporary (contractual or emergency) employees;
3. current temporary employees who are filling a non-temporary vacancy as interim appointment or contractual conversion transfer; or
4. positions in the Executive Pay Plan.

Agencies participating in this bonus program are encouraged to identify excluded positions/employees as defined above and advise hiring managers in advance, so that no sign-on bonus is inappropriately offered.

Amount of the Bonus: Management, with the approval of the appointing authority, shall set the amount of the actual sign-on bonus. The sign-on bonus shall not exceed a maximum amount of \$3,000. In determining the amount of the sign-on bonus, management may consider the type of skills required for the position and the education and experience of the new employee.

Payment of the Bonus: The sign-on bonus shall be paid in two lump sums. Each lump sum shall represent fifty percent of the agreed upon amount as approved by the appointing authority. The first lump sum shall be paid to the new employee upon completion of their first ninety (90) days of satisfactory State service. The second lump sum shall be paid to the new employee upon completion of their first 6 months of satisfactory State service. The sign-on bonus will only be paid to State employees who are in an active employment status with the same agency at the time the payment is due. If the employee transfers to a different agency or leaves State service before payment of the sign-on bonus is due, the employee forfeits the bonus.

Note: The sign-on bonus will affect the regular

new hourly rate must be calculated to include the full amount of the bonus. The difference between the recalculated rate and the normal base rate must be applied to any overtime worked during the 12 month period preceding payment of the final installment of the bonus.

V. Recruitment Bonus:

Scope: With the exception of the excluded employees described below, the recruitment bonus may be earned by any active, non-temporary State employee who refers and recommends a qualified social work employee who is hired by their department or agency. A qualified social work employee is defined in the sign-on bonus section of this guideline.

The recruitment bonus does not apply to:

1. employees (social work managers and professional/paraprofessional recruiters within the agency personnel office) who are responsible for, or have significant influence in the hiring process of social work employees;
2. any employee in the Executive Pay Plan;
3. a temporary (contractual or emergency) employee; or
4. the recruitment of current State employees, transfers or promotions.

Agencies participating in this bonus program are encouraged to identify excluded employees as defined above and advise them in advance of their ineligibility to receive recruitment bonuses.

Amount of the Bonus: Management with the approval of the appointing authority shall set the amount of the actual recruitment bonus. The recruitment bonus shall not exceed a maximum amount of \$1,000 per recruitment.

Payment of the Bonus: The recruitment bonus shall be paid in two lump sums. Each lump sum shall represent fifty

the State employee for their recruit when the new employee completes the first ninety (90) days of satisfactory State service. The second lump sum shall be paid to the State employee for their recruit when the new employee completes the first 6 months of satisfactory State service. The recruitment bonus will only be paid to State employees who are in an active employment status with the same agency at the time the payment is due. If the employee transfers to a different agency or leaves State service before payment of the recruitment bonus is due, the recruitment bonus is forfeited.

Note: The recruitment bonus will affect the regular rate of pay for the purposes of calculating overtime for FLSA non-exempt employees during the one year period over which the bonus is paid. A new hourly rate must be recalculated and any overtime pay adjusted as described under the sign-on bonus.

VI. Payroll Procedures:

1. Payment of both bonuses shall be made under the miscellaneous adjustments not subject to retirement category on the Exception Time Report (ETR).
2. The amount of the bonus shall be indicated on the ETR.

The Social Work Bonus form shall be completed and signed by the appointing authority. Note, this form shall be used to make both lump sum payment one and lump sum payment two. A blank form for your use is attached. Please make as many copies as necessary.

3. The original and one copy of the completed Social Work Bonus form shall be submitted to the Central Payroll Bureau with the ETR effecting payment of the lump sum bonus.

Note, agencies should use care in paying bonuses. Once paid the bonus may not be rescinded.

VII. Examples:

Samples of completed Social Work Bonus forms are attached for various scenarios:

Sample #1 demonstrates the situation where the first lump sum payment is made for only the sign-on bonus.

Sample #2 is the scenario where the second lump sum payment is made for only the recruitment bonus.

Sample #3 demonstrates the situation where the first lump sum payment is made for both bonuses.

VII. Authority

State Personnel and Pensions Article Title 8, section 103

Code of Maryland Regulations 17.04.02.09

April 17, 2000

APPENDIX A

SOCIAL WORK SIGN-ON BONUS
QUALIFYING CLASSIFICATIONS

Family Services Caseworker Trainee and I/II/III

Social Work Associate I/II/III/IV/V

Social Worker I/II/III/IV/V/VI

Social Worker, Family Services Provisional/I/II

Social Work Supervisor, Family Services

Social Work Therapist, Family Services

Social Worker, Health Services I/II/III/IV (all options at the IV level)

Social Work Administrator, Health Services I/II/III

SAMPLE

SOCIAL WORK HIRING BONUS

✓ First Lump Sum Payment

Second Lump Sum Payment

2501.02

Agency Budget Code

A. SIGN-ON Bonus

JUDY SMITH
New Employee's Name

SOCIAL WORKER II, FAMILY
Qualifying Social Work Class

555-66-4444
New Employee's Social Security Number

012345

PIN

\$3,000.00
Total Amount of Bonus

\$1,500.00
Amount of this Lump Sum Payment

5-1-00
Date of Appointment

7-30-00
Date of Payment

B. RECRUITMENT Bonus

New Recruit's Name

Qualifying Social Work Class

New Recruit's PIN

Date of Appointment

Is the new recruit still an active State employee (circle)
Yes / No

Employee's Name

Employee's Social Security Number

PIN

Total Amount of Bonus

Amount of this Lump Sum Payment

Date of Payment

SAMPLE

SOCIAL WORK HIRING BONUS

First Lump Sum Payment

✓ Second Lump Sum Payment

25 cl. cl. 2
Agency Budget Code

Agency Budget Code

A. SIGN-ON Bonus

New Employee's Name

Qualifying Social Work Class

New Employee's Social Security Number

PIN

Total Amount of Bonus

Amount of this Lump Sum Payment

Date of Appointment _____

Date of Payment

E. RECRUITMENT BONUS

ANNE JEFFERSON
New Recruit's Name

NEW FACULTY'S Name

FAMILY SERVICES CASEWORKER
Qualifying Social Work Class

Qualifying Social Work Class

012346
New Recruit's PIN

NEW RECRUIT'S PIN

5-2-60
Date of Appointment

Date of Appointment

Is the new recruit still an active State employee (circle)

Yes / No

Jim Givens
Employee's Name

Employee's Name

999-55-1212

Employee's Social Security Number

Employee's Social Security Number

\$ 1,000.00
Total Amount of Bonus

Total Amount of Bonus

Number 701 433
PIN
\$ 500.00
Amount of this Lump Sum Payment

PIN

\$500.00

Amount of this Lump Sum Payment

11-2-00

SAM

SOCIAL WORK HIRING BONUS

✓ First Lump Sum Payment

Second Lump Sum Payment

25 01.02

Agency Budget Code

A. SIGN-ON Bonus

JOHN SMITH
New Employee's NameSOCIAL WORKER II, FAMILY
Qualifying Social Work Class666-55-4444
New Employee's Social Security Number

012347

PIN

\$2,000.⁰⁰
Total Amount of Bonus\$1,000.⁰⁰
Amount of this Lump Sum Payment5-1-00
Date of Appointment7-30-00
Date of Payment

B. RECRUITMENT Bonus

SAME AS ABOVE
New Recruit's Name

Qualifying Social Work Class

New Recruit's PIN

Date of Appointment

Is the new recruit still an active State employee (circle)
Yes / NoKEVIN BROWN
Employee's Name444-12-1234
Employee's Social Security Number

012347

PIN

\$1,000.⁰⁰
Total Amount of Bonus\$500.⁰⁰
Amount of this Lump Sum Payment7-30-00
Date of Payment

Dorinda Jones — 7/30/00

SOCIAL WORK HIRING BONUS

First Lump Sum Payment

Second Lump Sum Payment

Agency Budget Code

A. SIGN-ON Bonus

New Employee's Name

Qualifying Social Work Class

New Employee's Social Security Number

PIN

Total Amount of Bonus

Amount of this Lump Sum Payment

Date of Appointment

Date of Payment

B. RECRUITMENT Bonus

New Recruit's Name

Qualifying Social Work Class

New Recruit's PIN

Date of Appointment

Is the new recruit still an active State employee (circle)
Yes / No

Employee's Name

Employee's Social Security Number

PIN

Total Amount of Bonus

Amount of this Lump Sum Payment

Date of Payment

Signature of Appointing Authority

DEM/ONR 04/17/2000

8/17/2007